1 PROFESSIONAL BEHAVIOUR

1.1 Professional Standards

The practice of medicine is a rewarding and complex vocation, which requires high-level interpersonal skills and a strong scientific and clinical base. The MBBS Program has been designed to help students achieve competence in these areas. The assessments planned during the Program are designed to help students and Faculty identify any area of difficulty so that remedial action can be taken and to provide evidence base on which the community can be assured that newly graduating doctors have been adequately evaluated. Given the privileged role where the community puts practitioners in a position of trust, the examining faculty has an obligation to determine that graduating doctors are competent and safe, and treat patients and colleagues with due consideration. The following document describes the general standards of behaviour to be upheld and the principles of assessments to be taken throughout the Program. Clarification on any of the matters can be sought from the Faculty Office.

1.1.1 Code of Conduct

All students will be expected to adhere to a Code of Conduct, developed by the students in each cohort with assistance from the Faculty and endorsed by the Medical Board of South Australia. This will include aspects of behaviour and attendance. Serious breaches of the Code of Conduct will be reported to the relevant Year Level Committee for mediation and may lead to students being referred to the Professional Behaviour Panel. The Panel will ensure that students with Professional Behaviour problems (including poor attendance) receive appropriate counselling and, where appropriate, enter into a tailored Learning Contract. Learning Contracts will be specific to each student and will be enforceable documents. Failure to carry out the requirements of the contract, which may include attendance requirements, punctuality, appropriate behaviour, attendance at special counselling or tutorial sessions and other requirements may result in preclusion from the MBBS Program by the Board of Examiners or the Executive Dean.

1.1.2 Unprofessional Behaviour

Notwithstanding the contents of the Code of Conduct established by the student cohort, certain behaviours are regarded as being unacceptable in medical students. Examples include (but are not limited to):

- inappropriate or inconsiderate behaviour towards patients, volunteers, University or Hospital staff or other students, at any time, including large group sessions/lectures
- dishonesty, plagiarism, cheating
- breaches of confidentiality
- unreliability
- intoxication during University activities
- failure to behave in a responsible fashion in clinical situations
- any form of cheating in examinations is expressly forbidden in Section 4.5 of the University's Examinations Policy  [http://www.adelaide.edu.au/policies/465]
Cheating in examinations is unacceptable. The University takes cheating in other forms of assessment equally seriously. All assignments need to be submitted with a cover sheet (available from the MLTU website), signed by the student, acknowledging an understanding of the University's Statement of Principles and Definition of Plagiarism and Related Forms of Cheating.

1.1.3 Plagiarism

Students are advised to familiarise themselves with the University’s ‘Rules for Examinations and Other Forms of Assessment’ (based on the existing University’s Statutes Chapter XVII) and the Policy statement on Plagiarism, Collusion and Related forms of cheating at: http://www.adelaide.edu.au/policies/230. These Rules include that:

1. No student will submit for assessment any piece of work that is not entirely the student's own, except where either:
   (a) the use of the words, designs, computer code, creative works or ideas of others is appropriate and duly acknowledged, or
   (b) the assessor has given prior permission for joint or collaborative work to be submitted.
2. No student will submit as if they were genuine any data or results of laboratory, field or other work that are fabricated or falsified.
3. No student will assist any candidate in any piece of assessed individual work, and no student shall accept assistance in such a piece of assessed individual work, except in accordance with approved study and assessment schemes.
4. No student will submit the same piece of work for assessment in two different courses, except in accordance with approved study and assessment schemes.

Breaches of any of the above constitute plagiarism. The University's Statement of Principles and Definition of Plagiarism and Related Forms of Cheating provide for:

(a) the awarding of zero marks for the piece of work, or
(b) referral to a University Assessment Committee, which may decide that the student should fail the Program.

All cases where a student is found to have contravened these rules shall be recorded in a confidential plagiarism register of the University.

If the plagiarism is deemed by the Faculty to be serious enough, in addition to the above, it may proceed against the student under the University's Rules for Student Conduct. The Board of Conduct has the authority to impose a penalty on a student including a reprimand, a fine of up to $200, cancellation of enrolment, suspension and/or expulsion from the University. The Rules for Student Conduct are available online at http://www.adelaide.edu.au/policies/33.

1.1.4 Mobile phones and other electronic devices

As is standard practice in many public places (including hospital wards where mobile phones may interfere with other electronic instruments) students are asked out of courtesy to staff, patients and other colleagues to ensure that mobile phones are always turned off before entering lectures, tutorials, examinations, clinical settings and all other learning environments where ringing phones may be disruptive.

The use of phones, pagers, portable computers, personal digital assistants/palm-top computers and wireless web browsers and any other information retrieval system during an examination, except where such equipment is required due to disability and use is specifically approved by the Learning and Disability Access Office, will result in a fail grade for that examination.
Students are also advised that the use of mobile phones, or other digital image capturing equipment, to capture images of anatomy and pathology laboratory specimens, patients and/or any medical records may be a breach of privacy and/or copyright laws and is therefore forbidden.

1.1.5 Electronic communications
The University provides facilities to allow electronic communication between staff and students, and between students and their colleagues, through email and electronic bulletin boards and discussion boards. Both the University and the Faculty of Health Sciences have policies on the appropriate use of these facilities and students should familiarize themselves with these. Students are required to use these resources responsibly and those who misuse them (for example by using inappropriate language or engaging in electronic harassment) will be reported to the Professional Behaviour Panel.

1.2 Registration with the Medical Board of SA
From 2006, all medical students will be registered with the Medical Board of South Australia, which has the responsibility of ensuring that all persons permitted to practice medicine in the State should be fit and proper persons who maintain appropriate professional standards.

The Faculty of Health Sciences will be obliged to report serious cases of unprofessional behaviour by students to the Medical Board, which may keep records of such instances. These records may contribute to the decision by the Board whether or not to grant provisional registration to graduates of the MBBS Program. Failure to achieve provisional registration will prevent a graduate from completing his or her internship within South Australia and thus will impede the achievement of full registration as a medical practitioner.

2 ATTENDANCE
The Faculty of Health Sciences regards medicine as a full-time studentship. Participation is critical to adequate professional development in the problem based and clinical activities, including all clinical attachments throughout the Program. Commitments to part-time employment are not considered adequate reasons for non-attendance at rostered times, which usually include any time from 0800 to 1800 hours, Monday to Friday, and sometimes extend outside those times, including weekends.

2.1 Attendance policy
Students should be aware that patients commonly go to considerable trouble and inconvenience to participate in teaching sessions. Likewise, teachers put considerable time and effort into preparing and presenting teaching sessions. Students are expected to attend at the rostered times and to meet professional standards of behaviour. Attendance and appropriate behaviour is not only expected at compulsory tutorials and clinical sessions, but also at large group sessions/lectures, including Common Program sessions, and resource sessions. Apparent lack of interest and demonstration of respect on the part of students will jeopardise the goodwill of patients, teachers and others. A record will be kept in each student’s file of incidences of non-professional behaviour and non-attendance.

All MBBS students must attend and participate in at least 95% of small group sessions or ward-based activities, unless there is an adequate and well-documented reason for unavoidable absence. There are specific requirements for each year of the Program in relation to particular activities and you are referred to Part B of the Assessment Document for those details for your year level.

Reasons for absence must be provided and submitted in writing as outlined in section 2.2, ‘Notification of non-attendance.’ However, even with such documentation it is up to the discretion of the Board of Examiners to determine the limit as to how many sessions a student can be absent for and still be passed. A substantial number of absences may result in the Board of Examiners asking a student to
repeat the year. A choice to attend other activities, such as paid work, instead of Program activities is not an acceptable reason for non-attendance.

2.2 Notification of non-attendance

If you have any medical, compassionate or other circumstances which may have prevented you from attending sessions or prevented the submission of written work, and which could result in your not meeting attendance requirements, you must notify the Faculty of Health Sciences via the MLTU. Please see section 5 of this document for detailed guidelines of how to notify of absence and apply for leave. Failure to follow these procedures may jeopardize your academic progress.

Unsatisfactory attendance or late submission of written work can preclude you from passing the Program at any year level. Please note that letters of special consideration cannot be submitted after the Board of Examiners has met and considered each student’s progress. Decisions of the Board of Examiners are final.

3. COMMUNICATION SKILLS

3.1 Academic Language and Learning

Effective communication is essential to the successful practice of medicine. Spoken and written skills develop with use, with increasing insight into the ways in which these skills are used in the study and practice of Medicine and with success in interactions with others. Learning skills similarly develop over time and with practice and training.

The Faculty supports an Academic Language and Learning in Medicine Program and students wishing to improve their spoken or written language skills or their learning strategies are encouraged to discuss their concerns with Ms Helen Fraser (Room NG 24, Phone: 8303 3131).

In addition, the Faculty encourages teaching staff to identify students whose inappropriate use of English interferes with understanding in tutorials, submitted work, examinations or clinical activities. Where a report suggests a problem, which is not already being addressed, a student may be asked to meet with Ms Fraser to discuss the Faculty’s concerns.

3.2 Handwriting

Work submitted by students for assessment, including in written examinations must be legible. Assessment of student’s performance can only be made where an examiner can read what a student has presented. This is of particular concern with respect to examination scripts because there are no opportunities for a student to rewrite/type examination scripts. Thus, submitted material that is illegible will attract a ‘fail’ grade.

Students who have a disability or medical condition that impairs their ability to write legibly in an examination may apply for a Special Circumstance Examination on Medical Grounds. The application and guidelines are available online at http://www.adelaide.edu.au/student/current/exams.html.

4. ACADEMIC PROGRESS

4.1 Supplementary Examinations/Assessments

Supplementary examinations/assessments will not be given on academic grounds. Students are therefore required to attempt all formative activities to ensure that they have the best opportunity of passing summative assessments tasks.

Supplementary examinations/assessments will be considered on medical or compassionate grounds by
the Board of Examiners of the relevant Year level. To be awarded a supplementary assessment in these categories students must ensure they complete the requirements for special consideration as outlined below.

For special consideration on compassionate grounds, students must put the details in writing. For medical grounds, students are required to collect an appropriate form from the Faculty of Health Sciences Office, which must be completed by a medical or dental practitioner. These then must be addressed to the Manager Academic Programs Faculty of Health Sciences. All documents requesting special consideration must be lodged at the Faculty Office as soon as possible after the date of the examination/assessment but **definitely no later than 7 calendar days** after these dates.

Students are asked to note that they will not be provided with additional study or preparation time for supplementary examinations. The supplementary examination is intended to examine students' academic level as near as possible to the time of the formal examination. The deferment of the examination only allows time for health or personal circumstances to improve, not skills or knowledge to improve.

Students will only be given one opportunity to sit a supplementary examination. If they are unable or unwilling to sit for the supplementary examination at the appointed time they will be awarded a final result based on their performance throughout the year and in the original examinations.

### 4.2 Policy On Review Of Academic Progress

Students who repeatedly under-achieve in the Program will be subject to a Review of Academic Progress. This may lead to preclusion from the Medicine Program. Staff of the Faculty of Health Sciences takes this very seriously because it is important that students who are repeatedly under-performing effectively address their situation. Multiple course failures seriously damage self-esteem and career opportunities.

The criteria for a Review of Academic Progress are:

1. Failure in a Year Examination on two consecutive attempts
2. Failure in the current academic year by a student who, because of failure, has taken two or more academic years to complete the previous Program year.

Where Reviews of Academic Progress occur, the students concerned will have the opportunity to submit information on medical and personal factors that have contributed to the under-achievement. All information submitted will be handled confidentiality and considered sensitively.

If a review of academic progress results in a finding of unsatisfactory performance, the Executive Dean may:

- Preclude the student from further studies in the Medicine Program;
- Recommend that the student transfer to another Program;
- Require that the student have a compulsory year or semester (as appropriate) away from any study to address the problems contributing to the failure;
- Require the student to undertake a restricted enrolment (as appropriate); or
- Permit the student to re-enrol with a recommendation for suitable academic counselling or other support.
5. LEAVE OF ABSENCE POLICY

5.1. Overview
This document sets out the policies and potential ramifications of taking leave of absence from the MBBS Program. Please note the specific MBBS Academic Program Rules, which are available on the web at http://www.adelaide.edu.au/calendar/ug/medicine/, specifically the following:

1. A candidate may interrupt the Program:
   (a) for the purpose of proceeding to the Honours degree of Bachelor of Medical Science or
   (b) for such period and on such conditions as may in each case be determined by the Faculty as specified in 2 below.
2. Students wishing to interrupt their studies in accordance with 1(b) above must complete and sign the appropriate application form for short-term or long-term leave as set out in this policy.
3. A student who leaves the Program without approval or who extends a leave of absence beyond the time period approved under 1(b) above shall be deemed to have withdrawn his or her candidature for the degrees but may reapply for admission to the Program in accordance with the procedures in operation at that time.”

Absence is defined as missing one or more components of the MBBS Program without application for leave of absence. Students are required to attend 95% of MBBS Program components and any absence greater than this must be supported by a medical certificate or by the granting of leave. Attendance requirements and forms and procedures for approved absences are set out in the Assessment Documents for each year level. Unsatisfactory attendance can result in failing the year.

Leave of Absence is a formal application for approved non-attendance in all components of the individual's MBBS program for a specified period of time for a defined reason. No approvals will be granted outside of this process. Prior to applying for leave of absence, students are advised to consult the year level assessment document to determine the academic ramifications of taking leave from the program or from individual clinical attachments.

MBBS Calendar Year: The calendar year for the MBBS is available on the Medicine Learning and Teaching Unit website: http://www.curriculum.medicine.adelaide.edu.au/. No attachments can be made up out of the dates set as the calendar year for the MBBS. Students taking leave of absence should ensure that they have received approval from the relevant supervisor and have a plan for making up lost work.

Assessment Implications: The implications of not meeting assessment requirements are set out in the Assessment Document for each year level of the MBBS.

5.2 Types of Leave of Absence

5.2.1 Long-term Leave

(1) Long-term Planned Leave (11 days or greater)
In some circumstances, extended absences from the MBBS program for specified periods of time may be negotiated. Students intending to take long-term leave from the MBBS program must meet with and obtain approval from the Executive Dean beforehand. The University Leave of Absence policy is available at http://www.adelaide.edu.au/policies/1305 and students must complete the University Leave of Absence Form to present at the meeting with the Executive Dean. Students will be notified in writing of the approval for leave of absence after the meeting with the Executive Dean. A student, who takes extended time off from the MBBS, may be required to enter into an earlier year and repeat that year. It is the responsibility of the student to notify the MLTU, the relevant clinical studies office and clinical
attachment coordinators (in years 4-6) of the proposed absence and to ascertain the impact such leave will have on their academic standing.

(2) Unplanned Extended Absence
In some cases a student may incur an extended absence from the MBBS program, such that it would not be possible to pass the year. Students in this situation are advised to consult the relevant year level Assessment Document and to contact the Associate Dean (Students) as soon as possible. Under certain circumstances the Executive Dean will approve an extended leave of absence from the program, but students should be aware that they might be required to re-enter the MBBS program in an earlier year and repeat that year. Withdrawal from the MBBS during any year would require that the student repeat that year level of the MBBS program in full, with the exception of some specific requirements of some years, which are documented in the relevant Assessment Documents. Examples may include: electives in Years 1-3 if the electives requirements have been met, and the Obstetric Attachment in Year 1 if that has been completed satisfactorily.

5.2.2 Short-term Leave (10 days or less)
Note that it is the responsibility of the student to notify the MLTU, the relevant clinical studies office and clinical attachment coordinators (in years 4-6) of any absences as early as possible. The form for notification of unplanned non-attendance (Form L1) must be submitted to the MLTU within 7 days of the end of the period of absence.

(1) Short-term Leave Of Absence On Medical Grounds
Students who have missed components of their MBBS program due to illness must submit a medical certificate attached to the "Notification of Non-attendance" form (Form L1), which is available on the Curriculum website under course information > assessment. The documents should be submitted, by post, fax (08 8303 6225) or personal delivery, to the MLTU Office, Room S111, Medical School Building, Faculty of Health Sciences, University of Adelaide SA 5005. Short-term absence due to documented medical reasons will not count against the 95% attendance requirement for course components. It is the student's responsibility to catch up missed work within the MBBS calendar year.

(2) Unplanned Short-term Leave Of Absence For Non-Medical Grounds - notification after absence
Students who miss components of their MBBS program for unplanned non-medical reasons must complete a "Notification of Non-attendance" form (Form L1), which is available on the Curriculum website under course information > assessment. They must notify the Year Convenor as soon as possible, with full details of the reasons for the absence, which must be documented as fully as possible in writing. The statement of reasons must be attached to Form L1 and submitted, by post, fax (08 8303 6225) or personal delivery, to the MLTU Office, Room S111, Medical School Building, Faculty of Health Sciences, University of Adelaide SA 5005. Short-term absence due to documented non-medical and appropriate reasons will not count against the 95% attendance requirement for course components. It is the student's responsibility to catch up missed work within the MBBS calendar year. Please note that absences of less than one day due to attendance at pregnancy attachments (in years 1-3) and other unplanned absences of 2 days or less, do not require notification to the convenor, but should be documented and submitted directly to the MLTU as above.

(3) Planned Short-term Leave of Absence For Non-Medical Grounds - request for leave in advance
Students who are aware that they will miss components of their MBBS program for non-medical reasons for a specified period of time for a defined reason should, prior to being absent, make application for short-term leave in writing. Students are required to complete the MBBS Program Short-term Leave of Absence Application (Form L2), which is available on the Curriculum website under course information
> assessment, and submit the form to the Convenor of the relevant year level committee at least fifteen (15) working days prior to the start of the proposed leave. The relevant year level course committee Convenor will consider the request and make a recommendation to the Executive Dean that the application be granted or denied. The Executive Dean will advise the student in writing of the outcome of their request.

Students should be aware that tutorials and clinical attachments require attendance and time away may not be able to be made up. Students are strongly advised to consult the relevant year level Assessment Documents to ensure that they are not putting their successful completion of that year at risk by their planned absence.

5.2.3 Prolonged or Repeated Absences
It should be noted that an extended absence may result in an inability to redeem work and may result in an unsatisfactory result. Usually, an absence for more than 30% of a year of the course is deemed by the Board of Examiners to be grounds for repeating that year of the program.

5.2.4 Elite Athlete Support
The Faculty of Health Sciences is keen to assist elite athletes to balance their sport and study more effectively. Students participating in sports at an elite level should contact Associate Professor Anne Tonkin to develop a program based on their individual needs.

### Summary of Absence Procedures

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Process</th>
<th>Form</th>
<th>Submit to:</th>
<th>Notify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long-term Leave</td>
<td>Meet with and obtain approval from the Executive Dean.</td>
<td>Available at: <a href="http://www.adelaide.edu.au/policies/1305">http://www.adelaide.edu.au/policies/1305</a></td>
<td>The form to the Executive Dean during your meeting.</td>
<td>N/A</td>
</tr>
<tr>
<td>Unplanned Extended Absence</td>
<td>Consult the relevant year level Assessment Document then contact the Associate Dean (Students).</td>
<td></td>
<td></td>
<td>The Associate Dean (Students).</td>
</tr>
<tr>
<td>Short-term Leave Of Absence On Medical Grounds</td>
<td>Submit Notification of Non-Attendance form with an attached medical certificate to the MLTU.</td>
<td>Notification of Non-Attendance form (Form L1)</td>
<td>MLTU</td>
<td>PBL and MPPD tutors, relevant clinical studies office, clinical attachment coordinators (yr 4-6 only)</td>
</tr>
<tr>
<td>Unplanned Short-term Leave Of Absence For Non-Medical Grounds - notification after absence</td>
<td>Submit Notification of Non-Attendance form with an attached statement of reason to the MLTU.</td>
<td>Notification of Non-Attendance form (Form L1)</td>
<td>MLTU</td>
<td>Relevant Year Convenor, PBL and MPPD tutors, relevant clinical studies office, clinical attachment coordinators (yr 4-6 only)</td>
</tr>
<tr>
<td>Planned Short-term Leave Of Absence For Non-Medical Grounds - request for leave in advance</td>
<td>Make application for short term leave in writing by completing the MBBS Program Short-term Leave of Absence Application Form and submit to the relevant Year Convenor who will then make a recommendation to the Executive Dean.</td>
<td>MBBS Program Short-term Leave of Absence Application Form (Form L2)</td>
<td>Relevant Year Convenor</td>
<td>PBL and MPPD tutors, relevant clinical studies office, clinical attachment coordinators (yr 4-6 only)</td>
</tr>
<tr>
<td>Elite Athlete Support</td>
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<td></td>
<td></td>
<td>Associate Professor Anne Tonkin</td>
</tr>
</tbody>
</table>
6. ADMINISTRATIVE MATTERS

6.1 Provision and Maintenance of Contact Address and Telephone Number
Students must advise the University's Student Centre and the Faculty Office of any changes in their contact address or telephone number as soon as possible. Students are encouraged to amend their own personal details online through Access Adelaide at http://www.adelaide.edu.au/access/.

6.2 Responsibility to read email regularly
It is essential that students regularly read their University e-mail, as important information will be sent to you from both academic and administrative staff. E-mail contact from the Faculty of Health Sciences will be made ONLY to a student's University allocated e-mail address.

6.3 Authorised Statements Concerning Examination Requirements
The procedures and arrangements for the 2006 MBBS Examinations, approved by the Board of Examiners, are as set out in Parts A and B of the Assessment Document for each Year Level. Any variation in these procedures will be notified in writing. No other statements or information concerning the examination will be recognised or acted upon by the Board of Examiners.

In all matters relating to the notification or amendment of examination processes, procedures and results, the officially provided student email address shall be used. It is the responsibility of the individual student to monitor that email address, and alternative addresses will be not be utilised. Proof of delivery by the University shall be sufficient evidence of notification. Students might wish to note that procedures to forward email to another address can be found at: http://webmail.adelaide.edu.au/student_staff.html

The Curriculum Committee and Board of Examiners retain the right to amend the above documentation as required after consultation with stakeholders. Notification of amendment will be via the University student email, and will be notified 4 calendar weeks before implementation.

6.4 Responsibility to read and sign Assessment Documents
The Assessment documents for each year will be made available early in First Semester. Part B of those documents contains the specific requirements for passing each year level. It is compulsory for students to read these requirements, and students will be asked to sign to confirm that they have received the documents and have read them. Failure to read the document is not an acceptable reason for failing to comply with the requirements for progression.
Faculty of Health Sciences
Medicine Learning and Teaching Unit

Form L1 - Notification of Non-Attendance

Please Note: this form and any medical certificates cannot be used for applications for supplementary assessment - they only notify the Medicine Learning and Teaching Unit of the reason for non-attendance at PBL, MPPD, Clinical Skills and Resource sessions in Yrs 1-3 and Clinical Placements in Yr 4-6. The forms and procedures for supplementary assessment are available from the Faculty of Health Sciences Front Office. Minor or unsubstantiated reasons will not be accepted. Absences will be subject to approval at the discretion of the Board of Examiners.

These forms must be lodged with the Medicine Learning and Teaching Unit no later than 7 working days after your non-attendance.

Attendance Requirements

Attend All Classes
In addition to the formative and summative assessment tasks, a student must attend and satisfactorily participate in all classes outlined in the assessment documents for each year level.

Notify Absence in Writing
Reasons for absence from any of these sessions must be provided and submitted in writing on this form.

Consequences of non-notification
Failure to meet the attendance requirements can result in a grade of Fail being awarded to one or more of the three Medicine subjects, which in turn will result in a Failure in the overall Examination.

Medical or compassionate grounds
If medical or compassionate reasons influenced attendance, the Medicine Learning and Teaching Unit needs to be notified. For compassionate reasons, you need to attach a written statement and submit it with this form. For medical reasons, you are required to have the form overleaf completed by a medical or dental practitioner or attach a medical certificate.

Attachments & Explanations (please tick ✓)
Office Use Only

- Medical/dental certificate
- Written statement (compassionate)
- Non-medical reason (over page)
- Pregnancy attachment (Yrs 1-3)

Student Details

Student ID: ______________________ Year Level: ______________________
Surname: ________________________
Other Names: ____________________
Phone Number: __________________ Mobile Number: ____________________

Sessions Missed

<table>
<thead>
<tr>
<th>Day &amp; Date</th>
<th>PBL</th>
<th>MPPD</th>
<th>Clinical Skills</th>
<th>Resource</th>
<th>Clinical Placement</th>
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</tbody>
</table>

Signature: ________________________________________________
Date: ________________________
I consent to the University of Adelaide being provided with further information about my medical condition if sought.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Non-medical reasons for absence**

Please note: For pregnancy attachment, we require information regarding the date, time and hospital/clinic you attended.
Faculty of Health Sciences
MBBS Program

Form L2 - Short-term leave (non-medical)

Application Form

Students wishing to take short-term (non-medical, 10 days or less) leave from the MBBS Program for a specified period of time for a defined reason should read and understand the MBBS Leave of Absence Policy which is located on the MBBS Program website hosted by the MLTU. Prior to applying for leave of absence, it is the student’s responsibility to consult the year level assessment document to determine the academic ramifications of taking leave from the program or from individual clinical attachments. In most cases missed activities, such as small group tutorials, resource sessions and lectures, and clinical attachments cannot be made up.

Applications for short-term leave (non-medical) leave (10 days or less) should be made in writing by completing the MBBS Program Short-term Leave of Absence Application Form (non-medical, 10 days or less) and submitted to the Convenor of the relevant year level committee at least fifteen (15) working days prior to the start of the proposed leave. The relevant year level course committee convenor will make a recommendation to the Executive Dean to grant or deny the request for short-term leave of absence from the MBBS course. The Executive Dean will advise the student in writing of the outcome of their request.

LEAVE DETAILS:

Date(s) of requested leave:_____________________________________________________________

Reason for leave:_________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

(If additional space is required, please attach an additional sheet to this application)

All Students: Prior to applying for leave, students are strongly advised to consult the relevant year level Assessment Documents to ensure that they are not putting the successful completion of the year’s program at risk by their planned absence. It is the student’s responsibility to notify the relevant clinical studies office, small group tutors and/or attachment co-ordinator/s of the proposed absence and to ascertain the impact such leave will have on their academic standing.

Years 4-6 Students: please indicate the attachment/s for which you will be absent and the names of the attachment co-ordinator. Students in Years 4-6 need to be aware that clinical attachments require attendance and time away may not be able to be made up. No clinical attachments may be made up outside of the established academic year.

☐ I have discussed my proposed leave with the relevant attachment coordinators and/or small group tutors and will advise the relevant clinical studies office and coordinators/tutors if this leave is approved. (continued over)
Have you taken any other leave this year?  No  □  Yes  □

If yes, please provide details:  ______________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Student Declaration:

I have considered the potential effect of taking this leave of absence on my performance in the MBBS Program.

I understand that approval for leave is not granted until the application for leave has been signed by the year level convenor and the student, and written notice has been received from the Office of the Executive Dean.

I understand that failure to obtain written approval from the relevant year level convenor and the Executive Dean will result in my leave being recorded as “absences” for the Board of Examiners.

Name: (please print) _______________________________  Year Level:__________________

Signature:__________________________                     Date:_______________________

To be completed by the Year Level Committee Convenor

Academic Standing of student at the time of the application (current standing or previous year’s standing as appropriate):

Good  □  Borderline  □  Failing  □

Convenor’s Recommendation:   Approved  □  Denied  □

Name of Convenor: (please print)______________________  Committee for (year level): ______

Signature of Convenor:_________________________    Date: _______________________

Additional information from Convenor (optional)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

To be completed by the Executive Dean

Application   Approved  □  Denied  □

Executive Dean’s office to send final copy to:  File
Yr Level Clinical Studies Office
MLTU
Student